## OHS & Workers' Comp Workplace Posting Requirements Checklist ? British Columbia



The duty to post notices, information and other materials at your workplace for your employees comes in 2 basic kinds.

Use this checklist to ensure your organization has the required postings.

Posting Requirements Checklist — BC				
	Yes	No	Comments	
Notice telling workers where copy of Workers' Comp Act, Part 3 + OHS Regs. are available for review (Workers' Comp Act, Sec. 21(2)(f))				
Names + work locations of JHSC members (Workers' Comp Act, Sec. 138)				
Reports from 3 most recent JHSC meetings (Workers' Comp Act, Sec. 138)				
Copy of any OHS orders pertaining to workplace issued in past 12 months (Workers' Comp Act, Sec. 138)				
OHS info summary from workers' comp board (Workers' Comp Act, Sec. 155(4)(a))				
Application for variance under Workers' Comp Act Part 3 (Workers' Comp Act, Sec. 167(1)(a))				
Copy of determination decision on variance application for (Workers' Comp Act, Sec. 167(1)(a)):  • 7 days if variance is rejected  • As long as variance remains in effect if variance is approved				
Report of preliminary investigation of incident that must be reported and investigated under Sec. 69 of Act + corrective action report (if there's no JHSC or health and safety rep at the workplace) (Workers' Comp Act, Sec. 71)				

Corrective action report after an incident investigation (Workers' Comp Act, Sec. 176(2)(b))  OHS inspection report (Workers' Comp Act, Sec. 1883(a))  Compliance agreement after being cited for OMS violation (Workers' Comp Act, Sec. 186.1(3))  Compliance report ordered by OHS inspector (Workers' Comp Act, Sec. 88)  Compliance report ordered by OHS inspector (Workers' Comp Act, Sec. 94(3))  Request for review of admin. monetary penalty (Workers' Comp Act, Sec. 94(3))  Workplace inspection report (for at least 7 days or until compliance achieved, whichever is longer'12 months if report contains orders re: JHSC or safety rep for workplace) (OHS Regs., Sec. 2.5(1))  Any placard issued by workers' comp board entitled Notice to Norkers' (OHS Regs., Sec. 2.7)  Written first aid procedures (OHS Regs., Sec. 3.17(2))  Written security audit report required for late night retail premises (OHS Regs., Sec. 4.2(2.3))  WhMIS placard instead of a NMBIS label OK for a hazardous product not in a container or in a container in a form intended for export, as long as it: (a) discloses the information required for a workplace label, and (b) is of a size and in locations so that the information is conspicuous and clearly legible to workers (OHS Regs., Sec. 5.12)  WHMIS placard for hazardous waste not in a container workplace label, and (b) is of a size and in locations so that the information is conspicuous and clearly legible to workers (OHS Regs., Sec. 5.12)  Signs at the boundaries of designated work areas indicating asbestos work is in progress, the hazards and required precautions (OHS Regs., Sec. 5.12)  WHMIS placard for hazardous waste not in a container workplace label, and (b) is of a size and in locations so that the information required for a workplace label, and (b) workers (OHS Regs., Sec. 5.12)  WHMIS placard for hazardous drugs are stored working that hazardous drugs are stored in the area (OHS Regs., Sec. 6.34(2))  Worker instructions under a radiation exposure control plan (OHS Regs., Sec. 6.32(2))  Worting in a prov		
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Signs or placards in work areas or enclosures where hazardous materials are handled or used warning workers of hazards within identified restricted access area and stating precautions for entry (OHS Regs., Sec. 12.130)		
Load chart permanently posted on crane or hoist or issued to the operator who must keep it available at all times when operating the crane or hoist (OHS Regs., Sec. 14.5(3))		
Notice of project for certain construction projects (OHS Regs., Sec. 20.2)		

JHSC: Joint Health + Safety Committee

Safety Rep: Workplace Health + Safety Representative

DSR: Designated Smoking Room